



Senior Private Client Administrator - Job Description

OPTIMUS

Role Summary

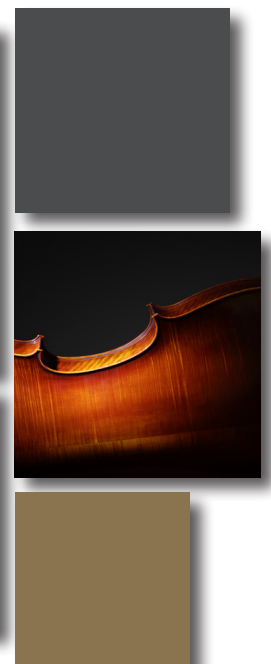
As Senior Private Client Administrator your aim will be to provide a first class administration service to a portfolio of complex private client trust and company structures involved in high value luxury assets and family wealth.

Core Responsibilities:

- Responsible for a diverse and complex portfolio of trusts, companies and partnerships
- Day to day administration, book-keeping and minuting
- Liaising with clients and intermediaries and attending client meetings as required
- Conducting investment and annual reviews to meet with regulatory requirements
- Responsibility for client billing and debt collection
- Key staff and payments signatory
- Checking payments and Administrators work
- Leading and assisting with projects
- Liaising with accountants and tax advisors to ensure compliance
- Ensuring VAT returns are prepared, checked by tax compliance and filed
- Completing time recording on a daily basis
- Any other ad-hoc duties as requested by your line manager from time to time

Experience & Skills

- Minimum 5 years' experience in a Fiduciary role
- Working towards ICSA or STEP Diploma
- Evidence of Continuous Professional Development
- Ability to work with minimal supervision
- Strong client focus, driven to deliver a quality service, spots opportunities for development of client delivery and service, sets standards
- Has a commercial outlook, follows procedures, innovative approach to work, spots procedural weaknesses and identifies areas for efficiencies, manages regulations and risk, proactive escalation of self-identified risk areas, demonstrable active learning, and evidence of shared learning
- Collaborative, team player, strong communication skills, shares knowledge and experience
- Some management responsibility skills and experience
- Excellent organisational skills and the ability to prioritise workload effectively
- High levels of accuracy and attention to detail within a fast paced environment
- A working knowledge of the following systems: Viewpoint, Word, Excel, and Outlook
- Good team player with an enthusiastic, positive and flexible approach



Updated: September 2018

To apply please email recruitment@ofl.co.im
For more information to call **+44 1624 695560**

The company reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Company's business.